



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

PRIMARY PREVENTION SERVICES COORDINATOR

This position will end on September 29, 2017

Office of the Commissioner – Prevention Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Primary Services Coordinator or state employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Location: 410 Capitol Avenue, Hartford, CT 06106

Job Posting No: OC113628

Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week. Late evenings required once per week and Saturdays required once per month.

Salary Range: (AR 26) *\$76,373.00 - \$ 98,224.00 (*NEW State Employees start at minimum salary)

Posting Date: February 11, 2016 **Closing Date:** February 19, 2016

Eligibility Requirement:

Candidates must have applied for and passed the Primary Services Coordinator exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: assist in the administration of the Safe Schools, Healthy Students (SSHS) federal initiative. This multi-agency initiative is intended to create safe and supportive schools and communities and building partnerships among educational, behavioral health and criminal/juvenile justice systems. The position will: staff a State Management Team that includes state and local representatives from child welfare, early childhood, criminal justice, mental health, etc. to direct and advise the initiative; assist in the implementation and evaluation of a comprehensive state plan that coordinates and integrates multiple service systems and develop policies that will increase the coordination of these systems; investigate and document policies for approval to the initiative's oversight body for inclusion in the comprehensive state plan; implement procedures and protocols for reviewing and monitoring contracts; prepare and state and federal reports; assist in the management of the overall program budget; represent the state on committees and advisory bodies at the federal level; and perform other related duties as required.

Special Requirements: Incumbent in this class is required to travel and must have a valid driver's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume and the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor - 410 Capitol Avenue,
Hartford, CT 06106 Fax: (860) 418-6697
MHAOCHR@ct.gov (Preferred Method)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-5)**